

### **Job Description**

**Job Title:** PE Apprentice – Level 3 (Advanced)

**Location:** Four Dwellings Primary Academy

**Reports to:** Curriculum Leader

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### **Overall Responsibilities:**

#### **After receiving guidance and training:**

- To provide assistance to all members of staff in the provision of PE and school sport.
- To lead lessons and extra-curricular activities as requested with appropriate support.
- Adhere to roles and responsibilities outline in personal timetable.
- Be a role model to all staff and students in the academy.
- Show flexibility in approach to all tasks.
- Undertake cleaning and maintenance duties in line with specific procedures and the day to day requirements of the Academy.
- Assist in the preparation and clearing away of all relevant areas for learning sessions, activities and enrichment events.
- Day to day assistance in the security of equipment and supervision of the Academy.
- Adhere to all deadlines with regards to all qualifications.
- Assist in the overall development of the activities within the Academy as directed by your colleagues.
- To carry out regular checks and monitoring of all equipment used by staff or children (within the remit of the role) to ensure it remains appropriate and safe. To report defective equipment or maintenance problems to the relevant members of staff in line with Academy policy.

### **Training**

During the apprenticeship you will be assigned an Assessor and you will complete a Level 3 in Supporting The Delivery of Physical Education and School Sports. You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place approximately every 4 weeks.

### **Main Duties:**

#### **After receiving guidance and training:**

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.

- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SENCo as required. Assist in the implementation and tracking of student targets.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings

#### **General:**

- To understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development
- Attend relevant Academy meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the work place.
- Ensure that all duties and services provided are in accordance with the Academy's Equal opportunities Policy.

*The post holder will receive training, support and access to the appropriate courses for development.*

#### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

**Job Title:** PE Apprentice - Advanced Apprenticeship

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications &amp; Experience</b>	Specific qualifications	<ul style="list-style-type: none"> <li>Right to work in the UK</li> </ul>	
	Qualifications required for the role	<ul style="list-style-type: none"> <li>GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications</li> <li>NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> </ul>	<ul style="list-style-type: none"> <li>GCSE/BTEC in Sport or Physical Education</li> <li>Able to achieve RLSS Pool Lifeguard (6 months)</li> <li>A minimum of 5 GCSE grades A*-C (including English and Maths)</li> <li>Sports Coaching Awards</li> <li>Leadership Experience</li> <li>Able to achieve Gym Level 2 qualification (6 months)</li> </ul>
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> <li>Experience of working with or caring for children of a relevant age</li> <li>Basic understanding of child development and learning</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with SEN</li> </ul>
<b>Behaviours</b>	Skills/Abilities	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> <li>Ability to communicate and relate well to both children and adults</li> <li>Effective use of ICT to support learning</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Work constructively as part of a team, understanding classroom roles and</li> </ul>	<ul style="list-style-type: none"> <li>Ability to meet lifeguard swimming requirements (50 metres in 1 minute, 25m back crawl, tread water for 1 minute and dive to the bottom of a 2 metre pool)</li> </ul>

		responsibilities and own position within these	
	DBS (CRB)	<ul style="list-style-type: none"><li>• This post is subject to receipt of a Disclosure and Barring Service Certificate</li></ul>	
	Special requirements	<ul style="list-style-type: none"><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Ability to travel as required</li></ul>	